

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT 10-04

Office Clerk

Starting Salary Range: CL 22/01 (\$25,660) to CL22/61 (\$41,733). Location: Buffalo, NY. This is a full-time, temporary indefinite position with promotion potential to CL 23 without further competition. Full benefits available. Salary is commensurate with experience, qualifications, and education.

Application Deadline: Preference given to resumes received by July 15, 2010. Open until filled.

Position Overview

The United States District Court is recruiting for an Office Clerk. The incumbent, under the direction of the Deputy-in-Charge, will provide a variety of mixed clerical duties, including:

- Process incoming and outgoing mail and maintain log of financial documents received in mail.
 - Perform clerical duties to support Operations Department, including backing up intake and telephone operations, preparing transcripts of judgment, and maintaining attorney admissions records.
 - Sort, classify and file case records and documents, and review newly filed actions in electronic case filing system for accuracy.
 - Perform duties associated with special projects, such as general office clean-up and records destruction.
 - Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accuracy filing of documents.
 - Retrieve files and make copies of records for court personnel, attorneys, and others, and is familiar with appropriate fees to be collected for such services.
 - Prepare and ship records to the appropriate Federal Records Center and Second Circuit Court of Appeals.
 - Operate a variety of office equipment.
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Qualifications

To be eligible for the position, candidates must possess a high school diploma or equivalent and one year of general experience. Candidates with specialized experience preferred.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Information for Applicants

Resumes will not be accepted by fax or email. Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov (Under Forms & Fees), along with a cover letter to: U.S. District Court, 304 U.S. Courthouse, 68 Court Street, Buffalo, NY 14202.

The United States District Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

The successful candidate for this position is subject to a background record check and mandatory electronic direct deposit of salary payment. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are “at will,” and as such, can be terminated with or without cause by the court. The selected applicant must satisfactorily complete a 90-day probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

THE FEDERAL COURTS ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS.